



Steven L. Beshear
Governor


TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Joseph W. Prather
Secretary

MEMORANDUM

TO: All Pre-qualified Contractors

FROM: Steve Waddle, Director 
Division of Construction Procurement

DATE: July 21, 2008

SUBJECT: Annual PR-1391 Report

Contractors and Sub-contractors having Federal-Aid Highway projects are required to submit the Annual EEO PR-1391 Report. Form PR-1391 is to be completed annually by each contractor and each subcontractor holding contracts or subcontracts, not including material suppliers, of \$10,000 or more.

The employment data entered on this form should reflect the work force on the project during **all or any part of the last payroll period preceding the end of July 2008.** Contractors and sub-contractors which were inactive during the whole month of July are still required to submit a PR-1391 Report indicating they were "inactive".

Personnel from each District have been advised to notify all contractors concerning the requirement to submit the Annual EEO PR-1391 Report. Form PR-1391 can be found at www.fhwa.dot.gov/eforms/index.htm. In order to expedite compiling the report, all contractors should submit original PR-1391 reports **directly** to Attn: Gwen Haggard, Division of Construction Procurement, 200 Mero Street, 3rd Floor West, Frankfort, Kentucky 40622, with a copy going to the District EEO Aide. The reports **should** be submitted as soon as possible after the end of July, but **must** be submitted in time to reach this office no later than August 15, 2008. Progress payments can be withheld from contractors whose PR-1391 Reports are not received by the August 15, 2008 date.

Should you have any questions, please contact Gwen Haggard, Program Coordinator of the Compliance Section, Division of Construction Procurement, at (502)-564-3500.

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